



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Human Resources Generalist	Classification: Personnel Bylaw
Department: Human Resources	Grade: I
Reports to: Human Resources Director	FLSA Status: Non-Exempt

Summary

Position performs professional and administrative duties relating to a wide-variety of functions within the HR Department. This role administers and coordinates employment applications, interviews, Family Medical Leave Act (FMLA), workers compensation, and policies and training. Performs all other related work as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists in the administration of a wide range of HR functions including but not limited to; workers compensation, Family Medical Leave Act (FMLA), conducting benchmarking surveys of the marketplace, maintaining accurate job descriptions, pre-employment screening for new hires, updating personnel handbook, and maintaining personnel data and information.

Maintains and audits confidential personnel and office files and databases. Coordinates the archiving of personnel, worker's compensation, FMLA, Benefits, and Commercial Driver Licenses information. Maintains bulletin board legal postings and notices.

Coordinates the placement of job vacancy notices, job inquiries, assists supervisors and department head to schedule and conduct employment interviews, and other tasks related to recruitment.

Assists the administration in conducting employee orientation and onboarding, and other HR projects as needed. Instructs employees and supervisors in the proper procedure for completion of HR forms, personnel action forms, I-9 forms, W-2, and other Human Resources functions.

May assist with maintaining the compensation and classification plans, assists in administration of the annual wage and salary program. May assist in preparing various costing reports in relation to the collective bargaining process.

Tracks and coordinates the payment of department bills and expenditures in accordance with approved operating budget.

Writes detailed reports and compiles information in order to document program activities.

Maintains employee confidence and protects operations by keeping personnel data confidential.

Complies with Federal, State and Local legal requirements by following policies and procedures.

Performs general office work: answers phones, distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general office help.

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Supervision

Supervision Scope: Performs varied and responsible functions requiring a working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under general supervision of the Human Resources Director, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Refers all questionable cases to supervisor.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

Associate's Degree; Bachelor's Degree preferred; One to three (1-3) years of Human Resources and/or administrative experience or related field preferred; or any equivalent combination of education and experience. Notary Public preferred.

Knowledge: Knowledge of the municipal administration process, knowledge of the functions of municipal government, understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws. General HR administration knowledge.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organizational skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications.

Job Environment

- Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- Makes frequent contact with town employees. May have contact with the public, vendors and consultants, retirees, and outside agencies and organizations.
- Has access to extensive employee and department related confidential information regarding human resource services specifics and other information about employees.
- Errors could result in poor customer service, delay or loss of service, and in serious situations could potentially result in legal repercussions.

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Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard at efficient speed.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer